



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Summer Food Service Program Receiving Record

Completed by Central Kitchen

Receiving Site _____ Date _____

Number of Meals Ordered _____ Time Food Sent _____

Menu

Comments

Completed by Site Supervisor

Serving Size	Food Items	Servings Per Pan	Pan Count	Food Temp	Amount Received	Over or Short

Completed by Site Supervisor

Number of Meals Served

Times Food Received/Served

Child _____

Time Food Received _____

Adult _____

Beginning Meal Time _____

Leftover _____

Ending Meal Time _____

Site Supervisor Signature _____

Date _____

Return completed form to Central Kitchen daily.